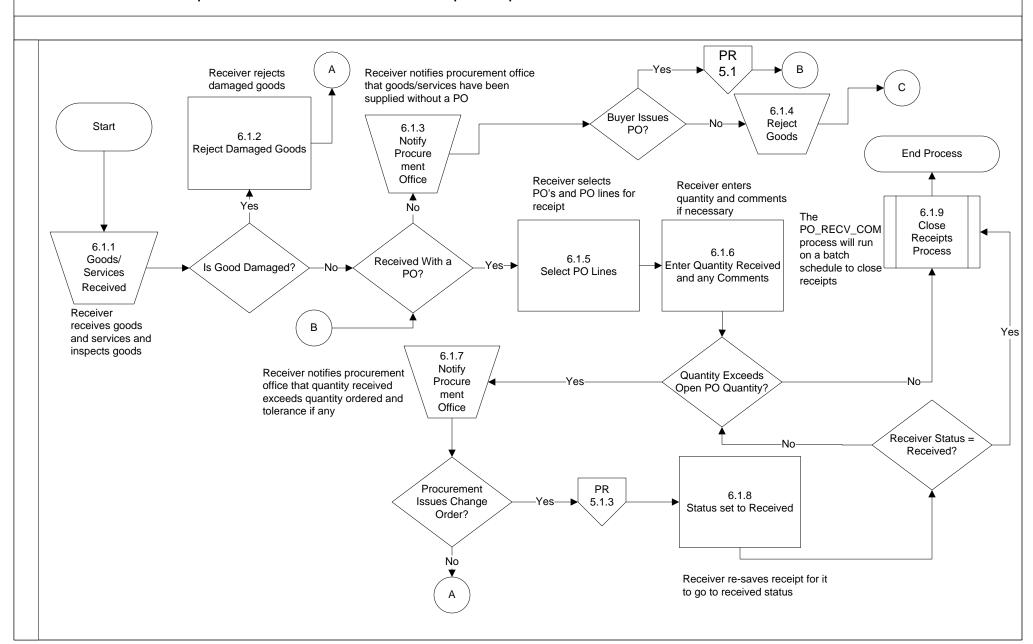
Cardinal

Cardinal Flowcharting Standards Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Step Indicates point at which the process begins. Does Invoice) NOT a noun phrase (Invoice Processing) to describe Description Start not represent any activity. the step. Represents a batch process within the PeopleSoft system. Use Batch Indicates point at which the process ends. Does End a verb phrase (Process Invoice) NOT a noun phrase (Invoice **Process** not represent any activity. Processing) to describe the step. Represents a process or step that is performed manually. Use a Manual Document Represents a document of any kind, either verb phrase (Process Invoice) NOT a noun phrase (Invoice Operation electronic or hard copy Processing) to describe the step. Template Key On-Page or Intra Process Connector. Used to Represents the possible outcomes of a decision or analysis that avoid complex overlapping connector lines or to took place in a step immediately preceding. NOTE: this symbol Decision continue a process on a subsequent page. Also Χ itself does NOT represent any activity, and should not be given an Outcome used to reference a sub process within the same identifier. main process. Connectors are labeled with UPPER CASE letters. Represents an entity (person, organization, etc.). Entity Used only when necessary to show the source of Budget YE Name important information Close Inter Process Connector. Used to connect steps GL between business processes. Description can 5.3 include Process step name. (e.g. General Ledger Sub Process 5.3 would be Budget YE Close GL The step number should 5.3). Step Number be placed at the top of each step or process 1.1.1 Approve PO

Cardinal

PR 6 Receive and Inspect Goods – 6.1 Create Receipts/Inspections



Cardinal

PR 6 Receive and Inspect Goods – 6.2 – Manage Receipts /Return Materials Authorization Process

